

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**MAINTENANCE WORKER 1**

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**DEFINITION**

Performs unskilled grounds keeping/maintenance duties involving the exercise of physical labor; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Cuts weeds, trees and brush; mows lawn, trims shrubs, rakes grass and cares for seed beds/seed lings.

Shovels snow and sweeps sidewalks, steps and driveways; removes trash, cleans restrooms and washes vehicles/equipment.

Moves and loads/unloads materials, supplies and equipment; hauls/carries sand, lumber, asphalt and cement; digs post holes and ditches.

Assists skilled workers by carrying materials/tools, mixing concrete and tearing out walls.

**COMPETENCIES REQUIRED**

Ability to understand and follow oral/verbal instructions.

Ability to perform heavy physical labor.

Ability to use simple hand tools.

Ability to apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

No specific education or experience is required.

**NECESSARY SPECIAL REQUIREMENTS**

Designated positions in this job class require applicants to obtain the required Commercial Drivers License within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 6/98 JG